

OVERVIEW

GRANT DEADLINES

NAC e-grant applications must be submitted by midnight on the day of the deadline. Support materials must be postmarked (not metered) by the day of the deadline. If the established deadline falls on a weekend or official state holiday, e-grants can be submitted the following regular working day by midnight. However, please note that NAC staff will be available for assistance only until 5:00 pm CST on the day of the deadline.

February 1

- Artists in Schools/Communities artist proposals
- Nebraska Touring Program artist & exhibit proposals

March 1 (for projects between July 1 & June 30)

- Artists in Schools/Communities grants over \$2,500
- Project Grants
(Arts Ed, Collaborative & Multicultural Awareness)
- Basic Support Grants and BSG Interim Applications

June 30 (see page 15 for specific timeline)

- Nebraska Touring/Exhibits Nebraska sponsor grants

October 1 (for projects between January 1 & June 30)

- Artists in Schools/Communities grants over \$2,500
- Project Grants
(Arts Ed, Collaborative & Multicultural Awareness)

November 15

- Individual Artist Fellowships

Floating Deadline Grants are due a minimum of six weeks before the project start date, which is entered on the Grant Cover Page with every NAC grant application.

Floating Deadlines

- Artists in Schools/Communities grants under \$2,500
- Special Opportunity Support
- Mentoring grants
- Multicultural Assistance grants

Fiscal Year Note: The NAC administers grant programs based on the fiscal year beginning July 1 and ending June 30. Grant numbers are designated by the year during which the present period begins.

GETTING HELP

VISIT OUR WEB SITE!

www.nebraskaartscouncil.org

E-grant Help: Instructions, a Glossary of terms, and FAQ links are available on the e-grant site to assist you with completing the application.

NAC Artist Directory: This Directory is a listing of artists eligible for the Artists in Schools/ Communities and Nebraska Touring Program/Exhibits Nebraska programs. You can access the Directory on the NAC web site.

Grant Writing: Everyone who applies for an NAC grant is encouraged to call the NAC staff for assistance. Applicants may contact NAC staff to review a draft of a grant application 2-4 weeks prior to deadlines.

Grant Workshops: Workshops are held for those seeking information before submitting an NAC grant. These workshops are usually held before each grant deadline.

Technical Assistance: NAC staff can provide information regarding audience development, workshops, demonstrations or residencies. We can also talk to your community about forming a local arts council, evaluating and/or improving facilities, and program accessibility for persons with disabilities.

Artist Workshops: Workshops on the NAC's programs for artists, and how artists can become involved in the grant process are held on an as-needed basis. Contact the NAC for more information.

Mailing Lists: We may be able to create a targeted

mailing list for you! There is a minimum charge for labels downloaded onto your diskette, computer printout lists, or mailing lists printed on pressure-sensitive labels. Contact the NAC to find out more.

Contact NAC Program Staff

The NAC office is open Monday through Friday from 8:00 am to 5:00 pm (CST). NAC program staff can be reached by phone at 402/595-2122, or 800/341-4067. Current staff e-mail addresses can be found on the NAC web site.

- For general grant information, project planning and to inquire about the status of a current application, contact the NAC Grants Manager.
- For artist residency planning, applications for the AiS/C roster, and community arts council information, contact the NAC Arts Education & Community Coordinator.
- For general arts project planning, presenting performances, and applications for the NTP/EN roster, contact the NAC Arts Industry Coordinator.
- For traditional arts & culture, multicultural arts and ways to reach underserved audiences, contact the NAC Cultural Heritage Coordinator.
- For public art programs, individual artist fellowships, and web site inquiries, contact the Artist and Agency Communications Coordinator.

WHO IS ELIGIBLE FOR NAC GRANTS

Who is eligible to apply?

Organizations may apply for NAC funding if they:

- Are incorporated as a nonprofit organization in the State of Nebraska, with articles of incorporation on file and current in the Nebraska Secretary of State's office; OR they are a subdivision of government.
- Have received or applied for federal tax-exempt status, and provide the NAC with proof of this status, most commonly a copy of the 501(c)(3) status letter from the IRS. This is not necessary for those applying for Nebraska Touring Program/Exhibits Nebraska grants. Churches, synagogues and mosques must submit a copy of their sales tax exemption certificate from the State Department of Revenue.
- Have a Federal Employer Identification number.

Artists are eligible to apply for NAC funding and programs based on the specific requirements of each program or grant. Please see the descriptions in the 'Artists' section of this Guide for additional eligibility information.

Login and Password Requirement

All applicants must enter a login and password before accessing an NAC e-grant application. See page 22 about how to obtain a login and password.

Fiscal Agents

Organizations that do not meet the above eligibility criteria may apply for NAC grants using a fiscal agent. The fiscal agent must meet the NAC's eligibility criteria, and will be legally responsible for the grant. A letter of agreement between the fiscal agent and the group organizing the project must be submitted with the support materials.

Multiple Applications

- Organizations may submit one application per grant category per **set deadline**. AiS/C applicants requesting funding for more than one residency may apply as a consortium.
- Organizations are limited to two applications per grant year in a **floating deadline** category (AiS/C under \$2,500, SOS, Multicultural Assistance, Mentoring). This does not include Nebraska Touring Program applications.
- Exceptions include organizations acting as fiscal agents for other groups; and university systems acting as the fiscal agent for distinct individual university departments.
- For an organization with the potential for multiple grant applications, the authorizing official for the organization will be responsible for managing access to their organization's e-grant information.

Colleges and Universities

may apply for NAC funding only when the general public is involved in the planning and implementation of the project, and when public attendance is sought in significant numbers.

Basic Support Grantees

may apply for Project grants at the October 1 deadline only, and may submit up to two Special Opportunity Support Grant applications within an NAC fiscal year. They may also submit grant applications through the Artists in Schools/Communities program and the Nebraska Touring Program.

For more information on the Basic Support Grant program, see page 17.

Guidelines for Multicultural Organizations

To enhance the significant contributions made by all cultures to the quality of life in Nebraska, special guidelines have been created to assist multicultural organizations in planning and implementing arts programs.

The NAC defines a multicultural organization as:

An arts or non-arts, community-based organization which primarily serves, or is composed of, people of color, defined as persons of African-American, Asian, Latino or Native American ethnicity.

Applicants eligible under these guidelines may match their NAC grant request with a greater percentage of in-kind, in donated fees, goods or services, in lieu of cash match. See each program for more specific information on the match percentage.

To be eligible, an organization must meet two of the following three criteria:

- More than 50 percent of the organization's board of directors are people of color as defined above.
- More than 50 percent of the organization's staff at the level of service are people of color as defined above.
- More than 50 percent of the organization's audience and participants are people of color as defined above.

Applicants are required to submit with their login request form proof that two of the three criteria are met, along with a mission statement, bylaws or goals and objectives to document the intent to serve persons of color.

Applicants who believe they are eligible should work with the NAC staff before submitting their proposal. The NAC reserves the right to make the final determination of eligibility for this program. Proof of eligibility must be submitted annually.

WHAT IS ELIGIBLE FOR NAC FUNDING

NAC Funding Priorities

The NAC's funding priorities, listed below, are weighted equally and are not listed in any particular order. Each grant category has additional criteria for funding:

- Arts projects or programs of the highest quality.
- Arts projects or programs which reflect creativity and innovation.
- Arts projects or programs that provide opportunities for artists and arts organizations.
- Arts projects or programs which show cultural and generational diversity in programming.
- Arts projects or programs which promote the arts through partnerships, collaborations, and/or cooperative ventures.
- New work of the highest quality.
- Costs of program accommodations for persons with disabilities.
- Fairs and festivals using the arts and cultural activities.
- Professional development and strategic planning for board and staff members of arts organizations.

What the NAC Does Not Fund

NAC grant recipients may not use NAC funds to pay for:

- Artistic fees paid to student performers or instructors.
- Arts projects that exclude the public.
- Capital improvements, new construction, or restoration.
- College or university-sponsored projects that exclude non-students.
- Events or projects that already have taken place.
- Food, beverages, and mileage not related to out-of-town travel.
- General operating expenses for non-arts organizations.
- Permanent supplies and equipment.
- Political activities.
- Prizes, awards, or scholarships.
- Projects already receiving NAC funding.
- Projects that are suitable for local support, such as mascots or memorials to a local individual.
- Projects which offer only academic credit for students.
- Reduction of existing deficits.

GRANT AWARDS & APPEALS

Grant Award Notification

Organizations that have been awarded grant funds will be notified via e-mail. Award messages will be sent to the e-mail address submitted on the Login Request Form. Award notification e-mails will include the following:

- Panel or reviewer comments on the application.
- Information about the e-grant Project Evaluation and Financial Report to be completed and submitted at the end of the project.
- NAC logo as an attachment (see Credit/Acknowledgment requirements below).

Appeals Process

These grant guidelines are designed to be fair and equitable to all applicants. Any exceptions from the published guidelines must be approved by the Nebraska Arts Council and/or the NAC's Executive Director.

NAC decisions may be appealed only on the basis of procedural error or impropriety. Those who want to appeal an NAC decision must contact the NAC staff for a copy of the appeals process within 21 calendar days of the sent date of the e-mail notification from the NAC about the decision on your proposal.

GRANTEE RESPONSIBILITIES

Organizations that receive NAC grant awards have legal and contractual obligations to fulfill, which are stipulated by federal law, state law and NAC policy. A full explanation of these obligations is provided in the award e-mail notification, sent to the authorizing official.

Credit/Acknowledgment Requirements

Nebraska Arts Council grant recipients agree to acknowledge the NAC in all project-related advertising, news releases, printed programs and publicity materials.

These guidelines should be followed to credit the NAC for its support of programs and activities.

- Position the Nebraska Arts Council logo and the words *...with the support of the Nebraska Arts Council* prominently near the name of the organization in all advertising, news releases, and publicity materials.
- Organizations that receive grants from the NAC must use the Nebraska Arts Council logo and the following statement in all printed programs: *The Nebraska Arts Council, a state agency, has supported (insert the organization's name here) through its matching grants program funded by the Nebraska Legislature and the National Endowment for the Arts, a federal agency. For more information, call the Nebraska Arts Council at (402) 595-2122.*
- Verbal acknowledgment must be given at any event for which there is no printed program and in any interviews with the media.

It is also appropriate to acknowledge support from the National Endowment for the Arts, through the NAC. You can download both logos from the NAC website:

www.nebraskaartscouncil.org



Project Revisions

An organization that needs to change its NAC funded project from the description in its grant application must request permission to do so from the NAC via e-mail, by the authorizing official. The NAC's decision to approve or decline approval of the change will be sent via e-mail to the authorizing official. If an organization fails to carry out the activities described in the application, the final grant payment and future grant awards could be affected.

Project Evaluation & Financial Report

Grant recipients must complete and submit an e-grant Project Evaluation and Financial Report 30 days after the ending date of the project. This date is based on the information provided on the Application when the grant is submitted. Information about the Project Evaluation and Final Report is sent with the grant award notification e-mail.

Organizations that receive NAC funding are subject to audit and should be prepared to substantiate the Project Evaluation and Financial Report with appropriate documentation such as canceled checks, payroll records, sub-grant award documents and contractual agreements.

The final 10 percent of a Project grant payment will be withheld until this report is filed with the NAC and approved. Failure to submit this report may affect future grant awards.

In all other grant categories, the full amount of the grant will be awarded. However, the final report must be received by the NAC before future grant applications will be accepted.

AUDIT POLICY

During the Application Process

Organizations that request NAC program funding of \$50,000 or more, in one application or any combination of applications, are required to have a financial audit performed by an independent certified public accountant, in accordance with generally accepted accounting standards. Copies of the organization's most recently completed audit must be included with the application.

If an organization does not submit an audit with its application, the audit for the year funds were distributed must be included with the Project Evaluation & Final Report.

An organization that submits an audit with its Basic

Support Grant application does not need to submit additional copies of the audit if it applies in other grant categories during the same fiscal year.

After Submitting the Final Report

The NAC may conduct periodic audits of grantees' projects after the final report has been received and approved. Cancelled checks and financial records related to an NAC grant should be kept for two years after the project end date. During an audit, an NAC staff member compares final report budget amounts with canceled checks and other financial documents in order to insure proper use of NAC grant funds.

ACCESS FOR PERSONS WITH DISABILITIES

NAC Accessibility Policy

All events funded by the Nebraska Arts Council must be accessible to persons with disabilities, including those with visual, hearing, mobility, and learning impairments. Information about the NAC Accessibility Policy is also available on the NAC web site, under *Resources*.

The Americans with Disabilities Act

The Americans with Disabilities Act (ADA) requires that persons with disabilities must have access to public programs for services on an equal basis with the general public. Furthermore, federal law mandates that any program or service that receives federal or state funding must be accessible to persons with disabilities. The NAC is not only required, but we are also committed to ensuring that the programs and services we fund are accessible to persons with disabilities.

Accessibility Checklist

The Accessibility Checklist is a part of every e-grant application. This checklist provides verification that our funds are supporting fully accessible projects and programs, and it also helps grantee organizations identify ways of improving their services to patrons with disabilities. The costs of hiring sign language interpreters, producing large-print materials, and providing a variety of other accommodations for persons with disabilities can be subsidized with NAC grant funds.

For Help in Obtaining Qualified Interpreters for the Deaf

The Nebraska Commission for the Deaf and Hard of Hearing, 402-471-3593 (Lincoln) or 402-595-3991 (Omaha) will be happy to assist you.

ADA Access Plan

The NAC encourages all organization to have an ADA Access Plan. If your organization does not have one in place, one of the first steps to take is to organize an Access Advisory Committee. The committee should include persons with disabilities and service providers to persons with disabilities. These individuals can provide insight into the extent and scope of accessibility concerns, and make suggestions for improved outreach. The recommendations of the advisory committee should be used in conjunction with ADA policy development and a survey of your organization's facilities to complete an ADA Access Plan. The NAC has examples of Access Plans available.

Ideally, your organization's ADA Access Plan should include the following:

- A policy statement regarding accessibility and a brief description of how the policy was developed.
- The ways in which facilities, programs, and services are currently accessible to persons with disabilities.
- Accessibility goals yet to be addressed.
- A timeline and budget (if any) of action steps to accomplish the organization's accessibility goals.

For More Information

Design for Accessibility: A Cultural Administrator's Handbook provides detailed information about making facilities accessible and providing special services for arts audiences. Contact the NAC office for information about obtaining a copy.

Assistance can also be obtained by contacting your local or regional chapter of the League of Human Dignity, or the State of Nebraska's ADA Coordinator (402-471-4285 or 1-800-643-3723).

The U.S. Department of Justice provides free Americans with Disabilities Act materials. Printed materials may be ordered by calling the ADA Information Line at 1-800-514-0301 (voice), 1-800-514-0383 (TDD) or by visiting the ADA web site, www.ada.gov. Automated service is available 24 hours a day for recorded information and to order publications. Publications are available in standard print as well as large print, audiotape, Braille, and computer disk for people with disabilities. Many of these materials are available from an automated fax system.

Other sources of ADA information can be obtained from your local library or on the Internet.